

**TOWN OF NORTHFIELD
BOARD OF SELECTMEN
Minutes of May 21, 2007**

- I. **ROLL CALL:** Selectboard Chair Melvin Adams (absent), Selectmen Kenneth Johnson, Roger LeClair, Charles Morse, and Gregory Sanders. Also present were Town Manager Nanci Allard, Superintendent of Public Works (and Fire Chief) William C. Lyon, Christine Blake, and Kathleen Lott (*Northfield News & Transcript*).

Vice-Chair LeClair called the meeting to order at 7:00 p.m.

II. **APPROVAL OF MINUTES**

- a. **May 5, 2007 (Selectboard Retreat).** Motion by Selectman Morse, seconded by Selectman Johnson, to approve the minutes. One correction: Selectman Morse stated that under **b. Municipal Facilities**, there had been a formal motion regarding the Police Station. Add to the minutes: "Motion by Selectman Morse, seconded by Selectman Johnson, to have the Town Manager arrange adequate facilities for the Northfield Police Department by snowfall. **Motion passed 5-0-0.**" **Amended minutes passed 4-0-0.**
- b. **May 7, 2007 (Regular Meeting).** Motion by Selectman Morse, seconded by Selectman Sanders, to approve the minutes. **Motion passed 4-0-0.**

III. **APPROVAL OF BILLS**

- a. **Warrant #23-07.** Motion by Selectman Morse, seconded by Selectman Johnson, to approve Warrant #23-07 in the amount of \$35,883.46. Selectman Morse stated that he had asked Manager Allard about a payment to VPPSA; he was told that it was for discounted computers. **Motion passed 4-0-0.**

IV. **PUBLIC PARTICIPATION:** None.

V. **MANAGER'S REPORT**

- a. **Town Union Contract.** The final version of the contract is not yet ready. This item will be on the next regular meeting agenda (06/11/07).
- b. **Municipal Pool Director.** Manager Allard stated that Jessica Simpson has been hired and she is already working to get the pool ready, looking over the lifeguard applications, etc. She is a recent graduate of the University of Vermont and will be starting graduate studies this fall.
- c. **Status Reports: Various Projects.**
1. **Police Grant.** Manager Allard reported that the Police Department received a \$17,000 grant from the State for safety improvements.

VI. **SELECTBOARD**

- a. **Northfield Falls Cemetery.** Selectman Morse stated that the Falls Cemetery Association has officially dissolved. There is approximately \$3,000 left in the bank account, which should be enough to fund maintenance for this year. However, if the Town is to take over management, this is something that will need to be addressed during the next budget sessions. The estimated cost is \$12,000 per year. He suggested that before any formal action is taken, that the Town undertake an audit of the financial accounts and an overview of the cemetery map to see which plots have been already sold and which are available. He added that this was a property transfer and needed to be handled properly. Vice-Chair LeClair and Selectman Johnson agreed on the need for caution. Motion by Selectman Morse, seconded by Selectman Johnson, to authorize Manager Allard to proceed with a financial audit and cemetery lot inventory to be conducted prior to a property transfer. **Motion passed 4-0-0.**

- b. Police Department Facility.** Vice-Chair LeClair stated that he had reviewed the current Police Station, the Fire Station, the area around the Fire Station, etc. Selectman Johnson stated that he had spoken to Robert Lord, who recommended that the Town raze the old Teen Center and put up a free standing structure for the Police Department at that location. Later, additional Municipal facilities could be fit into that general area if needed. Chief Jeffrey Shaw has indicated that he is willing to have his department stay in its current location for another winter if it means moving afterwards into permanent quarters (as opposed to temporary facilities). Selectman Morse raised the issue of the current Police Station's roof. If the Village, which owns the property, intends to raze the building and sell the lot, any money spent on a new roof would be wasted. Selectman Johnson stated that this problem could not be put off forever; something needed to be done within the next couple years. Vice-Chair LeClair recommended that this matter should be sent to the Inter-Local Agreement Committee so that the Town and Village representatives could discuss future plans for the current structure and the property under it. The Board agreed with this suggestion although Manager Allard stated that we will need to know sooner rather than later if we will need to find another location for the Police Department this coming winter.
- c. Dump Truck and Equipment Purchase.** Superintendent Lyon had distributed a memo to the Board in which he detailed how he had sought bid proposals for a new dump truck and equipment for plowing, etc. He sought separate proposals for tandem axle as well as single axle trucks. He recommended the purchase of a Mack Truck (tandem axle) with equipment for a net cost of \$130,786 (this includes the trade-in of the old truck). He noted that the prices between single and tandem axles truck were not that far apart these days and that tandem axle trucks are much more efficient at sanding, hauling material, etc. He also recommended borrowing money (\$34,046) from the Town C.I.P. 02' Mack Replacement Fund to make up the shortfall in the C.I.P. account for this purchase. Selectman Johnson stated that he had been told that you could not transfer money between C.I.P. accounts without voter approval. Manager Allard will research this matter and, if this suspicion is correct, she and the Accounting Department will arrange alternate borrowing. Motion by Selectman Morse, seconded by Selectman Sanders, to accept the low bid for a Mack Truck (tandem axle) and equipment for a net cost of \$130,786 and authorize Manager Allard to arrange for appropriate financing of any additional funds required for the purchase. **Motion passed 4-0-0.**
- d. Northfield Fire Station Improvements.** Fire Chief Lyon stated that he had sought bid proposals for work on the Fire Station, such as the installation of vinyl siding, some paint work, replacement of unstable wood, etc. The low bidder was Extreme Exteriors (Barre) at \$17,500. Selectman Johnson expressed concern that their bid was much lower than the others; are they really capable of doing good work at that price? Fire Chief Lyon said that he spoke at length to the company's owners and checked references; he believes that they would be able to do a good job at the price indicated. As this money is already in the budget, no Board action is needed.
- e. Union Brook Drainage Problem.** Superintendent Lyon stated that he had been tasked by Manager Allard to look into this problem and come up with a practical solution. In the memo that he distributed to the Board, he recommended that a rock dam be constructed in the culvert that is causing the problem. This would divert 70% of the water that currently is overflowing onto Ms. Blake's property. The diverted water will flow through the existing culvert under the road. He blamed the problem on some serious storms over the past couple years along with the large amount of runoff this past spring. He said that once we have a signed easement from Ms. Blake, which would allow the Town to work on her property, the job could be done in a couple days (probably in July). Ms. Blake had some questions regarding the work that would be done. Manager Allard will try to answer any questions Ms. Blake might have as we go through the easement process.

- f. **Joint Board Meeting: June 4, 2007.** Vice-Chair LeClair noted that this meeting will be largely in executive session as both Boards will discuss the Manager Evaluation process.
- g. **Status Reports: Various Projects.**
 - 1. **School Superintendent Search.** Vice-Chair LeClair noted that there would be a meeting the next day (05/22/07) with the candidate who is expected to become the next School Superintendent. Village Trustees Chair Richard Sutor will represent his board at that meeting. Motion by Selectman Johnson, seconded by Selectman Morse, to appoint Vice-Chair LeClair to represent the Selectboard at that meeting. **Motion passed 4-0-0.**
 - 2. **Retirement Party.** Selectman Morse said that there would be a retirement party for Library Director Sharon Bartram at the Brown Public Library on Sunday, June 3, 2007 from 2:00 p.m. to 4:00 p.m. There will be a short ceremony and refreshments are provided. The public is urged to attend and thank Ms. Bartram for her many years of dedicated service to the Northfield community.
 - 3. **Joint Board Ordinances.** Selectman Johnson said that the Management Committee will need to arrange a meeting soon to discuss this matter.

VII. **PUBLIC PARTICIPATION:** Non-agenda items. There were none.

VIII. **ADJOURNMENT.** Motion by Selectman Morse, seconded by Selectman Johnson, to adjourn.
Motion passed 4-0-0.

The Board adjourned at 7:58 p.m.

Respectfully submitted,

Kenneth L. McCann

Kenneth L. McCann, Acting Clerk

These minutes are subject to approval at the next regular Board meeting.